

**Kansas Department of Health and Environment  
Board of Adult Care Home Administrators  
Meeting of December 12, 2008**

The Board of Adult Care Home Administrators met Friday, December 12, 2008 at 1:00 pm in Classroom C of the Kansas National Education Association Building, 715 SW 10<sup>th</sup>, Topeka, Kansas.

**Members Present**

Amy Hoch Altwegg  
Wanda Bonnell  
Marian Heusted  
Dawn Veh  
Kevin Bryant

**Staff Present**

Marla Rhoden  
Steve Irwin  
Brenda Kroll

**Others Present**

Joseph Kroll, KDHE  
Richard Marcott  
Phyllis Kelly, KACE  
Tami Klinedinst,  
Medicalodges, Eudora

**1. Call Meeting to Order**

Chair Dawn Veh called the meeting of the Board of Adult Care Home Administrators to order at 1:10 p.m.

**2. Minutes of Meeting 09/12/2008 and 10/21/2008 Conference Call**

Chair Veh called for comments/corrections to the minutes of the September 12, 2008 meeting.

**ACTION:** Amy Hoch Altwegg moved that the minutes of the September 12, 2008 meeting be approved as submitted. The motion was seconded by Wanda Bonnell and carried unanimously.

Chair Veh called for comments/corrections to the minutes of the October 21, 2008 conference call.

**ACTION:** Ms. Hoch Altwegg moved that the minutes of the October 21, 2008 conference call be approved as submitted. The motion was seconded by Dr. Kevin Bryant and carried unanimously.

**3. Report from CIC**

Dr. Bryant noted that Jinna Jeffery was ill so the CIC met via a conference call and reviewed three cases. Dr. Bryant reported the CIC determined that one case would warrant a Consent Agreement to include a number of items for rehabilitation for the licensee. A second case was dismissed and the third case was dismissed with a cautionary letter.

**4. License Candidates**

**A. Applicant for Temporary License with Previous Conviction Completing AIT Requirements for Full Licensure**

Brenda Kroll circulated redacted copies of application materials and court records summarizing the timeline and circumstances. Ms. Kroll asked the Board for their guidance regarding whether or not this applicant should receive a Kansas temporary license and full licensure upon successful completion of the 480 hour AIT and passing the NAB exam.

**ACTION:** Dr. Bryant moved the Board approve the application for temporary license and allow full licensure upon completion of the 480 hour AIT program and obtaining a passing score on the NAB exam. The motion was seconded by Ms. Hoch Altwegg and carried.

**B. Applicant for Full Licensure who Failed the NAB exam Three Times**

The applicant provided a written request to the Board to be allowed to take the NAB exam again. The request included their plan to prepare for the exam which included taking an online class in management, working closely with their corporate office in the business and finance areas.

**ACTION:** Ms. Hoch Altwegg moved that the applicant be approved to take the NAB exam again. The motion was seconded by Dr. Bryant and carried unanimously.

**5. Reports**

**A. NAB Test Results**

Ms. Kroll circulated copies and provided an overview of the NAB Results Report for the third quarter of 2008 noting a pass rate of 52.63%. The average cumulative pass rate for the past 10 years is 72.04%. Ms. Kroll reported that while there is one quarter left in 2008 it appears 2008 may have the second lowest pass rate over the past ten years with 2007 being the lowest year for passing rates.

**B. Temporary License Report**

Ms. Kroll circulated copies of the Temporary License Report for FY 2009 and summarized the report. A total of 13 individuals have been issued temporary licenses in FY 2009. Nine have expired. Of the four active temporary licenses three are completing AIT experiences while the fourth candidate is accumulating continuing education hours required for reinstatement of their full Kansas license.

**6. Update**

**A. New Regulations**

Marla Rhoden reported that the new regulations became effective on December 5, 2008. Copies of the new regulations were provided.

**B. Possible Statute Change**

Ms. Rhoden referenced page 3 of the minutes for the September 2008 Board meeting when Camille Nohe determined the Board has no authority to require the State exam for reciprocal license candidates. Ms. Rhoden noted existing regulation and staff interpretation.

**ACTION:** Ms. Hoch Altwegg moved that the statutes should be changed to include the State exam as a requirement for licensure based on reciprocity. The motion was seconded by Dr. Bryant and carried unanimously.

### **C. BACHA Nominations**

Ms. Kroll reported that the status of the nominations is still pending. As soon as staff is notified by the Governor's office that positions have been filled Ms. Kroll will advise the Board members.

### **D. BACHA Web Site Redesign**

Ms. Kroll demonstrated the new BACHA web site noting some of the more significant changed/additions such as the addition of a flow charge illustrating the steps to obtaining initial licensure, the addition of a PowerPoint presentation covering all types of administrator licensure, a listing of the BACHA meeting dates, minutes from the Board meetings, etc.

## **7. Letters of Exemplary Performance and Zero Deficiency Letters**

Ms. Rhoden read excerpts from six zero deficiency letters to Kevin Crowley, The Fountains, Andover Kansas; Sandra Boyles, Golden Living Center, Downs, Kansas; Glenda Downing, Ashford Place, Overland Park, Kansas; Angela Moore, Sharon Lane Nursing Home, Shawnee, Kansas; Joseph Fuentez, Cheyenne Lodge Nursing Home, Jamestown, Kansas and Marlin Johnson, Bethany Home Association, Lindsborg Kansas. Ms. Rhoden also read excerpts from three letters of exemplary performance to Marlin Johnson, Bethany Home Association, Lindsborg, Kansas; Merle Koehn, Bethel Home, Montezuma, Kansas and Karla Baum, North Point Skilled Nursing Center, Paola, Kansas.

## **8. Other Business**

Chair Veh noted that the listing of coordinators of practicum has been expanded to include Brewster Place, Topeka since the new regulations became effective.

Chair Veh reported that she attended the NAB meeting and noted three significant issues:

- 1) New domains of practice will be included in the new test forms in April, 2009 and NAB is revising their bibliography.
- 2) There appears to be a big push toward credentialing assisted living administrators.
- 3) NAB is considering developing a board self-evaluation tool.

## **9. Public Comment**

Phyllis Kelly, KACE thanked the Board for their work on the regulation changes allowing other entities to provide the practicum. Ms. Kelly reported that a KACE committee is working to prepare a program to submit to Health Occupations Credentialing for approval. The program will also include a test preparation component.

Ms. Kelly also noted that the KACE Joint Provider Sessions are an educational experience for surveyors and providers and will cover new guidelines for nutrition and hydration. The sessions will be held February 4 and 5 in Topeka.

## **10. 2009 Meeting Dates**

The tentative dates for 2009 meetings are: Friday, March 20, 2009, Friday, June 12, 2009, Friday, September 11, 2009, Friday, December 11, 2009.

### **Adjourn**

The meeting adjourned at 1:55 p.m.